

**CITY AND COUNTY OF HONOLULU
DEPARTMENT OF BUDGET AND FISCAL SERVICES
DIVISION OF TREASURY
INSTRUCTIONS FOR CLAIM FOR RECOVERY OF ESCHEATED CHECK FORM**

- Print out Claim for Recovery of Escheated Check form from website
- Type or print clearly and complete the form.

Complete information in the following order:

- (1) Payee – Use the Payee Name as shown on website.
- (2) Check amount written out in English. (i.e., One thousand one hundred and 00/100)
- (3) Dollar amount written in numerical form. (i.e., 1,100.00)
- (4) Check No. – Use the check number as shown on website.
- (5) Dated – Use the check Issue Date as shown on website.
- (6) Payable to – Use the Payee Name as shown on website.
- (7) Address – Mailing address
- (8) Telephone Number – Division of Treasury may contact you during business hours if there are any questions on your claim.

Provide the following documentation required as proof of ownership of the escheated check:

- (1) A copy of your state or federal identification;
- (2) A copy of the check or bank statement evidencing the initial payment to the City;
- (3) Copies of at least one type of mail received at the Honolulu address where the City's initial refund check was mailed (mortgage statement, insurance statement, utility bill, etc.) that clearly shows your name and address;
- (4) If your current address is different from the address where the City mailed the initial refund check, provide copies of at least two types of mail received at your current address (mortgage statement, insurance statement, utility bill, etc.) that clearly show your name and address.

Upon completing the above information, there are two options for delivering the Claim for Recovery of Escheated Check form to the Division of Treasury. The Division of Treasury will not process your claim without receipt of the original form and proof of ownership documents.

- 1) **Mail** – If you choose to mail your form and documents to Division of Treasury, the form must be the original form that is signed, dated and **notarized**.
- 2) **Hand Delivery** – If you choose to drop-off your form and documents to Division of Treasury, the form must be the original form that is signed, dated and **notarized**.

Mail or hand deliver the original form to the address below:

City and County of Honolulu
Department of Budget & Fiscal Services
Division of Treasury
530 South King Street, Room 115
Honolulu, HI 96813
Attn: Joan Alexander

You will be notified via email or telephone if additional documents are needed to process your claim. Should you have any questions, you may call (808) 768-3998 for assistance.